

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE  
INDIAN HEALTH SERVICE

Refer to: C&G

ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 95-07

96-01  
95-07

*Handwritten:*  
Pursuant to  
Circular  
(96-02)

INTERNATIONAL MERCHANT PURCHASE AUTHORIZATION CARD (I.M.P.A.C.)  
INTERNAL OPERATING PROCEDURES

Sec.

1. Purpose
2. Policy
3. Background
4. Definitions
5. Responsibilities & Procedures
6. Non-Expendable Equipment
7. Penalties for Unauthorized Use
8. Effective Date

1. **PURPOSE.** The purpose of this circular is to provide the Albuquerque Area Indian Health Service (AAIHS) interim policy and procedures for the use of commercial credit cards, pending release of Headquarters policy. This unique card is a VISA card issued by Rocky Mountain Bankcard System, Inc. (RMBCS). The purpose of the International Merchant Purchase Authorization Card (I.M.P.A.C.) is to reduce procurement cost and streamline the small purchase and payment procedures.
2. **POLICY.** It is the policy of AAIHS to use the I.M.P.A.C. for purchases for acquisition personnel under \$50,000 and non acquisition personnel under \$2,500. To ensure that all transactions comply with these internal procedures and in accordance with the Federal Acquisition Regulations (FAR).
3. **BACKGROUND.** The Federal Government uses various methods to accommodate the purchase of necessary supplies and services. Traditional Government purchasing has been administratively cumbersome and costly and merchants often do not want to deal with the Government because of the paperwork involved and the length of time for payment. The I.M.P.A.C. program is designed to meet the following objectives: (1) Within existing FAR, streamline payment procedures and reduce paperwork and administrative costs for the acquisition of supplies and services in the amount of \$50,000 or less; (2) Improve cash management practices such as forecasting, consolidating payments and reducing imprest funds; and (3) Provide procedural checks and feedback to improve management control and decision making.

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Distribution: All Indian Health Service Manual Holders  
Date: October 3, 1995

The I.M.P.A.C. is an additional small purchase method and as such, is subject to all small purchase provisions established in the FAR, Health and Human Services Acquisition Regulation (HHSAR), Public Health Service Acquisition Regulation (PHSAR) and IHS implementations thereto, including the requirement to obtain a fair and reasonable price and to provide accompanying documentation.

4. DEFINITIONS.

A. Agency Program Coordinator (APC):

The APC serves as the focal point for coordination of the applications, issuance and destruction of cards, establishment of reports and administrative training. This individual also serves as the liaison between IHS, RMBCS and the GSA Contracting Officer. The APC oversees the I.M.P.A.C. program and establishes guidelines. Changes to dollar limitations or authorized merchant codes must be submitted to RMBCS by the APC.

The APC contact is:

Gary Chandler (Primary)  
Carol Silverman (Alternate)  
Indian Health Service  
Division of Contracts and Grants Policy (DCGP)  
12300 Twinbrook Parkway, Suite 450A  
Rockville, Maryland 20852  
Telephone: (301) 443-0326  
FAX: (301) 443-1329

B. Approval Official (AO): The AO will review the cardholder's monthly statement and serve as liaison between the cardholder and the Senior Contracting Officer (SCO). The AO will be responsible for obtaining and controlling charge cards of all individuals within the AAIHS. The AO has authority to request, through the SCO to the APC, that a card be canceled at any time. Within the AAIHS the AO must be at least one supervisory level above the cardholder. A cardholder cannot be his/her own approving official and cannot be an approving official for his/her supervisor.

C. Authorization Code: An entry in the RMBCS computer which sets limits on cardholder purchases. Codes are currently in effect for Merchant Category, Monthly Cardholder limit, Monthly Office Limit and Single Purchase Limit.

- D. Capitalized Items: Items that meet all the following criteria:
1. Have an estimated service life of one year or more.
  2. Normally have an acquisition cost of \$5,000 or more per unit.
  3. Retain their identity when put into use.
- E. Cardholder: The cardholder is the individual to whom the card is issued. The card bears this cardholder's name and may only be used by this individual. All purchases made using the card must comply with the FAR, HHSAR, PSHAR and IHS regulations and procedures. Each individual may be authorized only one card.
- F. Contractor: As used in these instructions, means Rocky Mountain Bankcard Systems, Inc. (RMBCS).
- G. Delegation of Authority (DOA): A document issued by the SCO which establishes an individual as an authorized cardholder (Exhibit A). The DOA shall specify spending and usage limitations unique to that cardholder.
- H. Designation Billing Office Contacts: The AAIHS, Division of Financial Management (DFM), will receive the official invoice from RMBCS and will be responsible for payment of the official invoice.
- I. Domestic End Products: A final product manufactured in the United States (U.S.), if the cost of its components mined, produced, or manufactured in the U.S. exceeds 50 percent of the cost of all its components. (In determining if an end product is domestic, only the product and its components shall be considered.)
- J. Financial Management Office Contact: The Supervisory Accounting Technician, DFM, AAIHS, will make payment for the certified monthly Statement of Accounts (SOA).
- K. I.M.P.A.C.: An acronym that stands for "International Merchant Purchase Authorization Card." The initials will also appear on forms and cards provided by RMBCS.
- L. Local Dispute Office Contact: The local Dispute Officer contact is the SCO. The SCO will coordinate, process and monitor disputed purchases, credits or billing errors. An serve as a liaison to the APC.
- M. Merchant: The vendor that provides supplies or services.

- N. Micro-purchase: An acquisition of supplies or services (except construction) the aggregate amount of which does not exceed \$2,500. Construction is limited to \$2,000.
- O. Monthly Cardholder Purchase Limit: The spending limit imposed on a cardholder's cumulative purchases in a given month, as specified in the DOA.
- P. Monthly Office Limit: A budgetary limit established as a sum of the approving official's cardholder's monthly purchase limits reflecting spending history as well as budgetary trends.
- Q. Non-Capitalized Items: Items that normally have an acquisition cost of \$300 to \$4,999 per unit and which meet all of the other criteria for capitalized equipment.
- R. Non-expendable Personal Property: This is accountable personal property with an acquisition value of \$300 or more, has a normal life expectancy of more than one year; has continuing use as a self-contained unit; is not consumed in use and does not lose its identity when put in use. Non-expendable personal property shall not be purchased with the I.M.P.A.C..
- S. Oral Procedure: A procedure where an order is placed or a purchase is made through an oral agreement which may be made in person or by telephone. No written purchase order or contract is issued by the Government. The supplies or services are furnished by the merchant and payment is made by I.M.P.A.C.
- T. Principal Official Responsible for Acquisition (PORA):

The PORA is the Director, Division of Contracts and Grants Policy (DCGP) and has direct overall responsibility for the IHS of the Government Commercial Credit Card Service Program. The PORA is:

Indian Health Service  
Director  
Division of Contracts and Grants Policy (DCGP)  
12300 Twinbrook Parkway, Suite 450A  
Rockville, MD 20852  
Telephone: (301) 443-1480

- U. Rocky Mountain Bankcard System, Inc. (RMBCS): This financial institution is the contractor and will maintain all I.M.P.A.C. accounts. RMBCS will issue cards to the cardholders and send out monthly statements to cardholders, AO's and the DFM. RMBCS will also pay merchants in a timely manner and receive reimbursement from the DFM.
- V. Senior Contracting Officer (SCO): This individual serves as the liaison between the AO and the APC/Disputes Officer. The SCO ensures compliance with established guidelines and regulations.
- W. Sensitive Items or Equipment: (Non-Capitalized) Items of personal property (supplies and equipment) that are considered highly desirable and are easily converted to personal use. These items are accountable property with an acquisition value of \$50 or more. Sensitive items or equipment shall not be purchased with the I.M.P.A.C.. ;
- X. Single Purchase Limit: The maximum dollar amount of a single purchase card transaction. This limit cannot be exceeded unless the APC issues a revised notification to RMBCS raising the limit. A "single purchase" using the card may include multiple items. However, no single purchase may exceed the authorized single purchase limit established for each cardholder.
- Y. Statement of Account (SOA): The SOA is a monthly listing of all purchases made by the cardholder and credits issued by merchants. It is prepared by RMBCS and sent directly to the cardholder, AO and DFM.
- Z. Unauthorized Use: Unauthorized use means the I.M.P.A.C. is used by a cardholder for a personal purchase, a purchase of supplies or services which the cardholder had no authority to make, or used by a person other than the cardholder.

5. RESPONSIBILITIES AND PROCEDURES.

A. CARDHOLDER

CARDHOLDERS RESPONSIBILITIES

- 1) Prior to purchase with the I.M.P.A.C., cardholders must understand and follow the statutory requirement of acquiring supplies and services from or through government supply sources when available. These sources include IHS inventories, excess personal property from other agencies, the

the Federal Prison Industries, Inc., the blind and other severely handicapped workshops, and mandatory General Services Administration schedules. Before going to a commercial source, AAIHS cardholders must determine whether the supplies or services needed are available from an established source of supply and whether the use of the source is required in the given circumstances.

- 2) Cardholders must realize that IHS has a statutory authority for setting aside procurement actions under the Buy Indian Act (25 U.S.C. 47). It is therefore the AAIHS policy to set aside procurement actions for Indian enterprises whenever possible utilizing Exhibit B as a guide in formulating the cardholders decision on actions taken.
- 3) Public Law 95-507 (FAR 13.105) provides that each acquisition of supplies or services which has an anticipated value of \$25,000 or less and which is subject to small purchase procedures shall be reserved for small business concerns. There are some obvious exceptions to this rule, such as an item that is available only from large businesses. Each cardholder must document the reason for not purchasing from a small business concern utilizing Exhibit C as a guide. The documentation prepared should be retained in the cardholders "Record Of Purchase Card Orders" log for future reference. The requirement for purchasing from small business does not waive the requirement to make purchases from required sources of supply such as mandatory federal supply schedules.
- 4) Cardholders may support the micro-purchases (\$2,500 and less) without securing competitive quotations, if the prices are considered reasonable by the cardholder. These type of purchases are also exempt from the Buy American Act and do not have to be set aside for small business.

Cardholders need to be aware of two (2) instances where price reasonableness need to be verified prior to purchase being made within the micro-purchase limitations. In accordance with FAR 13.106 (a)(4), Price reasonableness is required when:

- a) The contracting officer suspects or has information that indicate the price and or purchasing trend may not be reasonable.
  - b) When purchasing an item for which no comparable pricing information is available. AAIHS policy requires that cardholders provide documentation on their individual purchase logs on how price reasonableness was determined in those instances. All supporting documentation shall be placed on a separate sheet of paper containing all pertinent information regarding that purchase.
- 5) Cardholders are required to purchase only Domestic End Products, except as provided in FAR 25.1. The Buy American Act requires that only Domestic End Products be acquired unless:
- (a) The products or materials are for use outside the United States.
  - (b) The cost is unreasonable as determined in accordance with FAR 25.105.
  - (c) The agency head determines that domestic preference would be inconsistent with the public's interest.
  - (d) The products or materials are not mined, produced, or manufactured in the United States in sufficient commercial quantities or of a satisfactory quality.
- 6) Cardholders are allowed to purchase supplies and services utilizing the oral procurement procedures in accordance with the FAR when supplies and services can be described in sufficient detail so that parties to the agreement have a clear understanding of what is being procured; PROVIDED that a purchase order is not required by either the supplier or the government. A purchase order IS required when the supplies and services needed are complex enough to warrant a detailed description so there will be no question by either party as to what is required.

- 7) Purchases between \$2,501 and \$25,000 shall be made in accordance with the requirements of FAR 13.106 (b) and HHSAR 313.106(b).
- 8) The cardholders are responsible for the security of the BankCard and can be personally liable for its misuse. If the card is lost, or stolen, cardholders must notify the RMBCS immediately at one of the following numbers:

24 HOURS - 7 DAYS A WEEK

Inside Continental US 1-800-227-6736

Outside Continental US (303) 585-7160 (Collect)

In addition, the cardholder's AO and SCO must be immediately notified.

CARDHOLDER'S PROCEDURES

- 1) Upon receipt, the cardholder must review (reconcile) the SOA within two (2) work days (Exhibit D.). The cardholder must review the SOA for accuracy and completeness. Before certifying the SOA the cardholder must note any discrepancies on the statement before forwarding to the AO for approval.
- 2) The original must be forward to the AO within the third (3rd) work day of receipt.
- 3) If the cardholder for some reason does not have documentation of a transaction to send with the SOA, the cardholder must attach an explanation that includes a description of the item, date of purchase, vendors' name and why there is no supporting documentation.
  - a. If an item has been returned and a credit voucher received, the cardholder must check to see that the credit is reflected on the statement.
  - b. If purchases or credits are not on the statement, the customer copy of the sales slip should be retained until the transaction appears on the next SOA.



- c. If any credits do not appear within the next billing cycle, the cardholder will annotate on the statement credits not received and attach a copy of the credit slip. The DFM will post the charge and establish a pending file to track these items and follow up with RMBCS.
- d. Whenever an incorrect charge is listed on your SOA, it must be lined through in RED INK and an explanation provided on the reverse of the form.

The cardholder shall immediately seek to resolve the problem with the RMBCS by completing a "Cardholder Statement of Questioned Item" (Exhibit E.) showing the nature of the problem (i.e., taxes charged, wrong amount charged, etc.) and mail the original to the address below. Attach a copy of the "Cardholder Statement of Questioned Item" to the SOA. A "Chargeback Manual" will be provided to cardholder by RMBCS explaining cardholders rights to dispute transactions, the time frames allowed for processing such disputes, and the documentation required.

I.M.P.A.C. Customer Services  
Rocky Mountain BankCard System  
P.O. Box 173309  
Denver, CO 80217

- e. Once a copy of "Cardholder Statement of Questioned Item" is forwarded to DFM with the SOA, DFM will deduct the disputed amount (including administrative fee) from the cardholder's SOA and add the required information to the contractor's "Notification of Invoice Adjustment" Form (Exhibit F.) This form will be sent to the contractor as supporting documentation for the amount paid by DFM.
- 4) If the cardholder has questions or problems regarding reversal of transactions, the cardholder shall contact the contractor's Customer Service Representative at 1-800-227-6736. If for any reason the cardholder does not have a customer copy of the sales slip to attach to the monthly

statement, cardholder shall mark the "Date of Purchase" column with the word "lost" and attach a detailed written explanation, along with the purchase log.

- 5) If the cardholder is absent from their office for more than three (3) days after the SOA is received or will not be available to sign the SOA, the SOA must be forwarded to the AO who will note the cardholder absences and sign the SOA and forward it to the DFM. Upon the cardholders return, the cardholder must sign a copy of the SOA and forward it to the DFM through the AO.
- 6) The cardholder's I.M.P.A.C. purchase files will be retained in the active files for three (3) years and in Federal records storage for four (4) additional years. Failure to maintain proper accountable documentation will result in revocation of a card.
- 7) RMBCS should be contacted only to report a LOST OR STOLEN card, to verify tax exempt status, or to resolve a disputed/questioned item. All other questions should be directed to the AO. If the AO is unable to answer the questions he will elevate it to the SCO who will contact the APC, if necessary.
- 8) The cardholder shall obtain replacement or correction to all defective goods and services considered unsatisfactory. If the merchant refuses to replace or correct the faulty item, the purchase will be considered "in dispute." Items in dispute are to be handled in the same manner as billing errors. The dispute or error should be reported on the cardholder's monthly SOA and a "Cardholder Statement of Questioned Item" prepared. RMBCS will credit the transaction until the dispute is resolved. Any Disputes that cannot be resolved at the local level (i.e., cardholder, AO, SCO), should be elevated to:

DCGP Disputes Officer  
Gary Chandler, (Primary)  
Carol Silverman (Alternate)  
Indian Health Service  
Division of Contracts & Grants Policy  
Rockville, MD 20852  
Telephone (301) 443-0326

- 9) Cardholder shall utilize the purchase log (Record Of Credit Card Order, Exhibit G.) or acceptable facsimile in identifying transactions to be conducted using the I.M.P.A.C. The cardholder is encouraged to complete the log after each purchase. All information required by the purchase log shall be sufficiently filled out and forwarded to the AO at the end of the month for verification and signature with the monthly SOA prior to submittal to DFM. The purchase log shall be the only instrument necessary to assist the cardholder in supporting each and every transaction to be accomplished.
- 10) HHS-393 SHALL NOT be utilized in supporting any I.M.P.A.C. transactions within the AAIHS.

**B. SENIOR CONTRACTING OFFICER (SCO)**

**SCO RESPONSIBILITIES**

The SCO is the individual who has under his/her purview one or more AOs. In the absence of the SCO, the designated Alternate acting on behalf of the SCO will also assume the following responsibilities:

- 1) The SCO shall delegate acquisition authority to the AO and the individual cardholders which authorizes them to make purchases on behalf of the AAIHS. The delegation of authority shall not exceed \$2,500.
- 2) Ensure that all AOs and Alternates are knowledgeable in small purchase procedures and the use of I.M.P.A.C. purchase cards.
- 3) Obtain certificates from AOs certifying that they have read, understand, and agree to abide by the AAIHS Internal Procedures for the Use of I.M.P.A.C (Exhibit H.) and maintain a file of such certificates.
- 4) Obtaining Procurement Integrity Certificates from the AOs (Exhibit I.) and maintain a file of all such certifications.
- 5) Perform random review of monthly summary reports maintained by the AO and cardholder in accordance with prescribed procedures.

- 6) Perform quarterly reviews of all I.M.P.A.C. purchase card activities conducted by cardholder and approved by AO in accordance with prescribed procedures.
- 7) Assist AOs in resolving disputes and, if required, elevating the dispute to the APC.
- 8) Recommend to the APC that a cardholder's card limit be increased or cancelled, as appropriate.
- 9) Serve as liaison between the AOs and the APC/Disputes Officer and between the DFM and the APC/Disputes Officer.

**SCO PROCEDURES:**

- 1) The SCO will receive and keep on file, a copy of the monthly master SOAs and conduct a review of individual cardholder purchases on a random basis, comprising of at least 10% of the SOA each month.
- 2) The review each month shall be accomplished within thirty days after receipt of the monthly master SOA.
- 3) After the review if there are no inappropriate cardholder purchases the SCO will annotate the report and file it.
- 4) If the SCO finds that inappropriate purchases were made by the cardholder, the SCO will contact the AO to address the unauthorized purchases.
- 5) The SCO will perform quarterly reviews of I.M.P.A.C. purchase card activities, which will include the activities of the individual cardholder and the AOs.
  - a) The review at the cardholder level will include completed purchase files, as well as the activities for the current month.
  - b) The review at the AO level will include a review of Procurement Integrity Certificates, Training Certificates, monthly SOA files and any other documentation the SCO determines is necessary in order to assure compliance with regulations and procedures.

**C. APPROVING OFFICIAL (AO)**

**AO RESPONSIBILITIES**

The AO is an individual who has under his/her purview one or more cardholders. In the absence of the AO, the designated Alternate acting on their behalf will also assume responsibility for the following:

- 1) Ensures that cardholders are knowledgeable in small purchase procedures and the use of I.M.P.A.C. purchase cards.
- 2) Obtain certificates from cardholders certifying that they have read, understand and agree to abide by the AAIHS Internal Procedures for the use of I.M.P.A.C. and maintain a file of all certificates.
- 3) Obtain Procurement Integrity Certificates (Exhibit J.) from each cardholder and maintain a file of all certifications.
- 4) Monitor the I.M.P.A.C. purchases to ensure the monthly office limit is not exceeded.
- 5) Ensure that a monthly SOA, a purchase log and all supporting documentation (receipts from the purchases) are received from each cardholder within 2 working days of receipt and forwarded to the DFM by the 5th calendar day after the date of statement.
- 6) Assist cardholder in resolving dispute and if required, elevating the dispute to the SCO.
- 7) Recommend to the SCO that a cardholder's card be cancelled, if deem appropriate.
- 8) Responsible for meeting the due date to the DFM even in the absence of the cardholder.

**AO PROCEDURES:**

- 1) The AO will receive a Report Summary at the same time the cardholders receive their individual summaries, (within five days after the end of the monthly billing cycle) from RMBCS. The AO must forward a copy of this report to the SCO upon receipt.

- 2) The AO shall ensure that a monthly SOA, purchase log and purchase documentation is received from the cardholder within three working days of receipt. The AO shall review the document received, reconcile the individual reports with the report summary, sign where appropriate and forward to the DFM by the 5th calendar day after the date of the statement.
- 3) If the AO does not receive a SOA from the cardholder, or has been informed that the SOA will be late, the AO will need to follow up to ensure timely submission to the DFM.
- 4) If the SOA cannot be signed in a timely manner by the cardholder due to extended leave, illness, or travel, the AO should review the SOA and supporting documents, sign the SOA and forward it to the DFM with an explanation of why the cardholder could not sign.
- 5) The AO must forward the SOAs to the DFM by the fifth (5th) work day to allow recording of I.M.P.A.C. transactions into the Health Accounting System and to meet the Prompt Payment Act of 1982. The AO must ensure that all receipts (i.e., charge slips, register receipts, shipping documents, etc.,) for each transaction and the purchase log are attached. (NOTE: the clock starts ticking for prompt payment the date you receive the SOA ).
- 6) Review each SOA and all documentation received for accuracy and completeness, to include the following:
  - (a) Verify CAN and Object Class.
  - (b) Verify that the items purchases were for official use.
  - (c) Ensure each purchase complies with cardholder restrictions.
- 7) Verify that all supplies/services ordered were received by matching the SOA to the purchase log and documentation submitted by the cardholder.

- 8) Ensure that any items placed in dispute by the cardholder is lined through in red ink, an explanation is provided on the reverse of the SOA and a "Statement of Questioned Items" (Exhibit E.) is attached to the SOA.
- 9) The cardholder must explain questionable items received on a cardholder statement, to the AO and the nature of the purchase. If the cardholder cannot substantiate that the purchase was necessary and for official use, the cardholder must return the item and provide a credit voucher for the full amount of the purchase. The AO must report all incidents of improper use of the I.M.P.A.C. to the SCO.
- 10) The AO is responsible for working with the cardholder to resolve any discrepancies found by DFM.
- 11) Copies of the signed SOA and purchase log should be returned to the cardholder. The AO should retain copies for their file.

**D. SPENDING LIMITS**

The AO will establish the monthly spending limit for each cardholder and the monthly, quarterly or yearly budget for purchasing limits reflecting spending history and budgetary trends.

**6. NON EXPENDABLE PERSONAL PROPERTY**

The I.M.P.A.C. MAY NOT be used to purchase accountable property such as, non-expendable personal property that cost more than \$300 and sensitive items or equipment with a acquisition value of \$50 or more.

- a) The I.M.P.A.C. purchase card MAY be used to purchase non-capitalized items under \$300. (Exhibit J.)
- b) The I.M.P.A.C. purchase card CANNOT be used to purchase non-expendable personal property over \$300. (Exhibit K.)
- c) The I.M.P.A.C. purchase card CANNOT be used to purchase non-capitalized sensitive items or equipment. (Exhibit L.)

7. PENALTIES FOR UNAUTHORIZED USE:

- a. Unauthorized use of the I.M.P.A.C. for other than Official government purposes, as a minimum, constitutes misuse of government property and may result in charges of intent to defraud the government. Cards will be immediately canceled for any employee found to have used the card for other than official purposes.
- b. Employees will be personally liable to the government for the amount of any unapproved purchases and possible subject to a fine of not more than \$10,000 or imprisonment for not more than five years or both under 18 U.S.C. 287. Even if the employee makes full payment, disciplinary action will be taken for the unauthorized use.
- c. Misconduct will subject the card holder to disciplinary action up to and including removal. HHS Standards of Conduct Subpart C, Conduct on the Job, 73.735.303, Use of Government Funds, states that an employee shall not; (3) take or fail to account for funds with which the employee is entrusted and (4) take other Government Funds for personal use.
- d. Employees designated to hold and use the I.M.P.A.C. will be required to sign the Terms and Conditions for Use of Bankcard; will become familiar with the Unauthorized Purchase List and avoid making purchase of these items. Purchase of items on the Unauthorized Purchase List will be considered misconduct.

8. EFFECTIVE DATE. This circular is effective upon date of signature and shall remain in effect until cancelled or superseded.

*Josephine T. Waconda*

Josephine T. Waconda  
Assistant Surgeon General  
Director, Albuquerque Area  
Indian Health Service



EXHIBIT A

MEMORANDUM

DATE:

FROM: Senior Contracting Officer  
Division of Contracts, Grants and Procurement, AAIHS

SUBJECT: Delegation of Authority

TO: (Cardholder Name)  
(Title)  
(Area/SU)

You are hereby delegated authority to purchase supplies and services and pay for such purchases using the International Merchant Purchase Authorization Card (I.M.P.A.C.); provided the amount on any single purchase does not exceed \$\_\_\_\_\_.

Supplies or services may be purchased, consistent with you organizational responsibilities and monthly purchases limits established for you individual purchase card to satisfy legitimated requirements. The delegation does not authorize you to purchase supplies or services on the open market that are required to be obtained from mandatory sources of supply, Federal Acquisition Regulation (FAR) Part 8. Nor does it authorize you to purchase any of the supplies or services listed in your agency internal procedures under "UNAUTHORIZED USE OF THE CARD".

All purchases must be made in accordance with applicable laws and regulations, including, but not limited to the FAR, the Health and Human Services Acquisition Regulation and Indian Health Service regulations and procedures for using the I.M.P.A.C.

This delegation shall automatically terminate upon separation from the agency or upon reassignment to another office within the agency.

If you have any questions concerning your authority or the legitimacy of any purchase, please contact me at (505) 248-5649.

Diego G. Lujan

DATE:

FROM: Cardholder

SUBJECT: Determination for Not Using Indian-Owned Enterprise

TO: Purchase Order File

When using a government credit card for IHS procurements, and the procurement is not with an Indian-owned enterprise, check which of the following applies:

- \_\_\_\_\_ 1. Performed market survey, no Indian-owned enterprise available. (Has been verified with SADBUS or Area SBTA)
- \_\_\_\_\_ 2. No Indian-owned enterprise available through IHS bidders list.
- \_\_\_\_\_ 3. Fair and Reasonable price could not be obtained from an Indian-owned firm. (Contract file must indicate price analysis)
- \_\_\_\_\_ 4. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Date

Note: This determination is to be placed in each contract file when a Non-Indian source is used.

DATE:

FROM: Cardholder

SUBJ: Determination to Dissolve Small Business-Small Purchase  
Set Aside

TO: Purchase Order File

This purchase must be made from a large business concern  
because:

\_\_\_\_\_ The repair parts are for original Large  
Business equipment and are not available from  
small business. (FAR 13.105(d)(2))

\_\_\_\_\_ Small business sources could not be located.  
(FAR 13.105(d)(2))

\_\_\_\_\_ The prices from small business sources were  
not considered reasonable. (FAR  
13.105(d)(3))

\_\_\_\_\_ Small business source could not meet required  
delivery date. (FAR 13.150(d)(3))

\_\_\_\_\_ Small business item does not meet the salient  
characteristics. (FAR 13.105(d)(3))

\_\_\_\_\_ Purchase is for a subscription(s) or  
publication(s) available only from the  
publisher named.

\_\_\_\_\_ Other:  
(Explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Contracting Officer

## STATEMENT OF ACCOUNT

① CHIEF, FINANCE OFFICE  
 MASC — NOAA  
 DEPARTMENT OF COMMERCE  
 325 BROADWAY  
 BOULDER CO 80303-0000  
 CARDHOLDER

②

PAGE	1
CARDHOLDER ACCOUNT	5227131450234569
OFFICIAL ACCOUNT	5227131419999999
ACCOUNTING CODE	910 5423/9P11823
DATE	9 27 88
TOTAL	453.92

APPROVING OFFICIAL

③ JOHN W BELL  
 NWS FORECAST OFFICE  
 1187 FULLER STREET  
 CASPER WY 82604-0000

④ NWS FORECAST OFFICE  
 WILLIAM T PARKER  
 4000 MORRIE AVE  
 CHEYENNE WY 82001-0000

## STATEMENT OF ACCOUNT U.S. GOVERNMENT CREDIT CARD

STATEMENT OF ACCOUNT USE GOVERNMENT USE ONLY

PURCHASE DATE/PROCESSING DATE		MERCHANT NAME		AMOUNT
REFERENCE NUMBER		MERCHANT LOCATION/SIC CODE		
(E)	08/02/88 XM 8820700821598002217991	3 LANTERNS SHIP SUPPLY GLOUCESTER MA 5651		122.95
(F)	DESCRIPTION			
(G)	ACCTG. CODE			
	08/02/88 XM 75207008218902164067465	BUILDING CENTER INC GLOUCESTER MA 5211		19.96
	DESCRIPTION			
	ACCTG. CODE			
	08/05/88 XM 75207008223902470028162	BUILDING CENTER INC GLOUCESTER MA 5211		23.80
	DESCRIPTION			
	ACCTG. CODE			
(H)	08/27/88 XX 12345678909876543210123	ADMINISTRATIVE FEE 1.700%		2.83
	DESCRIPTION			
	ACCTG. CODE			
(I)	TOTAL			169.54

TURN TO REVERSE SIDE FOR CERTIFICATION OF PURCHASE

## REVERSE SIDE OF STATEMENT

① I CERTIFY THAT ALL PURCHASES LISTED ON THIS STATEMENT, UNLESS ANNOTATED TO THE CONTRARY, ARE TRUE AND CORRECT AND WERE MADE FOR OFFICIAL GOVERNMENT PURPOSES. ALL GOODS OR SERVICES HAVE BEEN RECEIVED AND PAYMENT IS AUTHORIZED.

② THE FOLLOWING ITEMS ARE IN ERROR AND SHOULD BE CORRECTED PER THE ADDITIONAL INFORMATION ATTACHED.

③ \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

④ \_\_\_\_\_  
 CARDHOLDER SIGNATURE

DATE

APPROVING OFFICIAL SIGNATURE

DATE

⑤

PURCHASES MADE WITH THE BANKCARD ARE IN MOST INSTANCES EXEMPT FROM STATE AND LOCAL TAXES. IT IS IMPORTANT THAT YOU ADVISE THE MERCHANT OF THIS BEFORE THE PURCHASE IS AUTHORIZED OR THE BILL IS PREPARED.

ROCKY MOUNTAIN BANKCARD SYSTEM ®  
I.M.P.A.C. ® PROGRAM  
CARDHOLDER STATEMENT OF QUESTIONED ITEM  
(Please print or type in black ink.)

CARDHOLDER NAME (please print or type) \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ (AREA CODE) TELEPHONE NUMBER \_\_\_\_\_

The transaction in question as shown on Statement of Account:

Transaction Date	Reference Number	Merchant	Amount	Statement Date
------------------	------------------	----------	--------	----------------

Please read carefully each of the following situations and check the one most appropriate to your particular dispute. If you have any questions, please contact us at 800/227-6736. We will be more than happy to advise you in this matter.

1. **UNAUTHORIZED MAIL OR PHONE ORDER**  
☐ I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.
2. **DUPLICATE PROCESSING - THE DATE OF THE FIRST TRANSACTION WAS \_\_\_\_\_.**  
☐ The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.
3. **MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF \$ \_\_\_\_\_.**  
☐ My account has been charged for the above transaction, but I have not received the merchandise or service. I have contacted the merchant but the matter was not resolved. (Please provide a separate statement detailing the merchant contact, and the expected date to receive merchandise.)  
☐ My account has been charged for the above listed transaction. I have contacted this merchant on \_\_\_\_\_ (date) and canceled the order. I will refuse delivery should the merchandise still be received.
4. **MERCHANDISE RETURNED IN THE AMOUNT OF \$ \_\_\_\_\_.**  
☐ My account has been charged for the above listed transaction, but the merchandise has since been returned.  
"Enclosed is a copy of my postal or UPS receipt."
5. **CREDIT NOT RECEIVED**  
☐ I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed. (Please provide a copy of this voucher with this correspondence.)
6. **ALTERATION OF AMOUNT**  
☐ The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount for which I signed. The difference of amount is \$ \_\_\_\_\_.
7. **INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE**  
☐ I do not recognize this charge. Please supply a copy of the sales draft for my review. I understand that when a valid copy is sent to me, a Statement of Questioned Item Form must be provided and will include the copy of the sales draft if a further dispute exists. If a copy of the sales draft cannot be obtained, a credit will appear in my account.
8. **COPY REQUEST**  
☐ I recognize this charge, but need a copy of the sales draft for my records.
9. **SERVICES NOT RECEIVED**  
☐ I have been billed for this transaction, however, the merchant was unable to provide the services.  
☐ Paid for by another means. My card number was used to secure this purchase, however final payment was made by check, cash, another credit card, or purchase order. (Enclosed is my receipt, canceled check (front & back), copy of credit card statement, or applicable documentation demonstrating that payment was made by other means.)
10. **NOT AS DESCRIBED**  
☐ (Cardholder must specify what goods, services, or other things of value were received.) The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must have attempted to return the merchandise and state so in their complaint.) \_\_\_\_\_

If none of the above reasons apply - please describe the situation:

\_\_\_\_\_  
(Note: Provide a complete description of the problem, attempted resolution and outstanding issues. Use a separate sheet of paper, if necessary, and sign your description statement.)

MAIL TO: LM.P.A.C. Customer Service, P.O. Box 173309, Denver, Colorado 80217-9566

CSQI-R0454

Please send this form to the  
adjustment, if the amount paid is different  
than the amount of this invoice.

I.M.A. • PROGRAM

# NOTIFICATION OF INVOICE ADJUSTMENT

AGENCY NAME INDIAN HEALTH SVC. LEVEL 1# 4716 LEVEL 2# 75 LEVEL 3# 44 LEVEL 4# \_\_\_\_\_

INVOICE DATE \_\_\_\_\_ INVOICE NUMBER \_\_\_\_\_ INVOICE AMOUNT \_\_\_\_\_  
(This number must be included on warrant or check.)

THE FOLLOWING ITEMS ON THE ABOVE-REFERENCED INVOICE ARE AMOUNTS (CREDITS OR DEBITS) NOT PAID OR ACCEPTED:

ITEM #	CARDHOLDER ACCOUNT #	PROC. DATE	MERCHANT NAME	TRANSACTION AMOUNT (ADDITIONS)	MMAY * WHERE AMOUNT IS TO BE APPLIED(+)	TRANSACTION AMOUNT (SUBTRACTIONS)	REASON FOR NON-PAYMENT (-)
1							
2							
3							
4							
5							
6							
7							
8							
Totals (+)						Totals (-)	

\* NOTE: If you are paying or not accepting a credit for a prior item, please note invoice date that should receive this part of the payment.

## SEND FORM TO:

Rocky Mountain BankCard System, Inc.  
Attn: I.M.P.A.C. Payments  
P.O. Box 17020  
Denver, Colorado 80217

## PHONE INQUIRIES:

I.M.P.A.C. Customer Service  
1-800-227-6736

## FORM SUBMITTED BY:

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

### Indicate Payment Method:

< > FRB Funds Transfer  
< > Treasury Check  
< > Vendor Express (ACH)  
(Vendor Express #VXP892300015)

## I.M.P.A.C. CHECK BALANCING REGISTER

Invoice Total \$ \_\_\_\_\_  
Less Adjustments (-) \$ ( \_\_\_\_\_ )  
(Questioned Items)  
Add any Interest Penalty amounts \$ \_\_\_\_\_  
Add any part of payment that is being applied to a previous invoice(+) \$ \_\_\_\_\_  
Total of Check/Wire being sent \$ \_\_\_\_\_

EXHIBIT F



**TERMS AND CONDITIONS FOR USE OF BANKCARD**

The undersigned, by his/her signature on this document, certifies that he/she has read and understands the "Internal Procedures for the use of the Visa I.M.P.A.C.", previously furnished, and agrees to abide by those instructions and the following conditions:

1. All purchases will be for official use only; no purchase of personal items will be made.
2. Responsibility for assuring that purchases are authorized and in accordance with law and regulation will rest with the undersigned. In cases where doubt exists over the legitimacy of a purchase, the undersigned is responsible for seeking advice from the Contracts and Purchases Branch, in advance. This office has the final authority to determine the legitimacy of any item purchased.
3. If a BankCard is lost or stolen, the undersigned agrees to follow the prescribed reporting instructions without delay.
4. The undersigned will surrender his/her BankCard or approving authority upon termination of employment with IHS or at any time upon request of the COTR.

I have read and understand this document and the documents referenced herein and voluntarily agree to accept responsibility for a U.S. Government BankCard, as cardholder ( )/approving official ( ), on these terms.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



**PROCUREMENT INTEGRITY CERTIFICATION  
FOR PROCUREMENT OFFICIALS**

As a condition of serving as a procurement official,  
I, \_\_\_\_\_, hereby certify that  
*(insert typed or printed name)*

I am familiar with the provisions of subsections 27(b), (c), and (e) of the Office of Federal Procurement Policy Act (41 USC 423) as amended by section 814 of Public Law 101-189. I further certify that I will not engage in any conduct prohibited by such subsections and will report immediately to the contracting officer any information concerning a violation or possible violation of subsection 27(a), (b), (d), or (f) of the Act and applicable implementing regulations. A written explanation of subsections 27(a) through (f) has been made available to me. I understand that, should I leave the Government during the conduct of a procurement for which I have served as a procurement official, I have a continuing obligation under section 27 not to disclose proprietary or source selection information relating to that procurement and a requirement to so certify.

SIGNATURE OF PROCUREMENT OFFICIAL	DATE
DEPARTMENT OR AGENCY	OFFICE TELEPHONE NUMBER

EXHIBIT J

EXAMPLES OF PURCHASABLE ITEMS

The following are examples of items that may be purchased by cardholders:

**NORMAL OFFICE SUPPLIES** i.e., Adding Machine tapes, Printer Cartridges, Typewriter Cartridges, Ribbons for Typewriters/Adding Machines, Subscriptions, Books, Rubber Stamps, Envelopes, Equipment Rental and Repair, Binders/Notebooks, Paper, Desk Blotters, Film and Photographic Supplies, Toner, Printwheels, Surge Protectors, Time Stamps, Batteries, AC/DC Adapters, Name Plates.

**LABORATORY SUPPLIES** i.e., Glassware, Reagents, Chemicals.

**CLEANING SUPPLIES.**

**PLUMBING SUPPLIES.**

**ELECTRICAL SUPPLIES.**

**PERSONAL SERVICES.**

**CONTRACT HEALTH CARE SERVICES.**

**TRANSPORTATION SERVICES:** (Non passenger travel, i.e. courier services and shipment charges.

**ADP SUPPLIES** i.e., Diskettes; Toner Cartridges; Paper; Printer Ribbons; Cassette plaques and certain expenses associated with the awards ceremonies.

**CONSTRUCTION:** The card may be used for construction projects that are **LESS** than \$2,000.00 (the Davis-Bacon Act becomes effective at that dollar threshold). The construction project must be simple enough to be describe orally.

**REFERENCE MATERIALS:** Subscriptions and Books.

\*\*\*\*\*

**ALL ADP EQUIPMENT, NON-EXPENDABLE PERSONAL PROPERTY AND SENSITIVE/ACCOUNTABLE PROPERTY CAN BE PAID FOR WITH THE I.M.P.A.C. CARD. HOWEVER, YOU HAVE TO OBTAIN THE PROPER PRIOR APPROVAL.**

**UNAUTHORIZED PURCHASES LIST**

The following list provides examples of items that **MAY NOT** be bought by I.M.P.A.C. cardholders:

- a. TRAVEL, HOTELS, ENTERTAINMENT, OR MEALS.
- b. RENTAL OR LEASE OF MOTOR VEHICLES, LAND, BUILDINGS OR SPACE.
- c. CANNOT BE USED AS A "CALLING CARD" FOR PURCHASE OF INDIVIDUAL TELEPHONE CALLS.
- d. UNDER NO CIRCUMSTANCES WILL THE I.M.P.A.C. BE USED FOR CASH ADVANCES. THE BANKCARD IS NOT AUTHORIZED AND WILL NOT BE ACCEPTED BY A BANK TELLER OR ATM MACHINE.
- e. MAIL ORDER PURCHASES WHICH CANNOT BE RECEIVED AT THE DESIGNATED DELIVERY SITE WITHIN THE SAME BILLING CYCLE.
- f. MEMBERSHIPS IN ORGANIZATIONS OR CLUBS OF ANY KIND.
- g. TUITION FEES OR ENROLLMENT COSTS FOR TRAINING.
- h. ITEMS OF "PERSONAL CONVENIENCE" EVEN THOUGH THEY MAY BE USED ONLY ON THE JOB, SUCH AS A BRIEFCASE, PENS & PENCIL SETS, BUSINESS CARDS, WALL HANGINGS, PLANTS OR OTHER OFFICE DECORATIONS, PLAQUES, TROPHIES, OR PERSONALIZED ITEMS INTENDED AS GIFTS.
- i. PURCHASE OF FUEL, OIL, SERVICES, MAINTENANCE AND REPAIR OF GOVERNMENT-OWNED OR LEASED VEHICLES. THESE STILL HAVE TO BE DONE WITH THE SF-149.
- j. NON-EXPENDABLE PERSONAL PROPERTY (\$1,000 OR MORE).
- k. SENSITIVE PROPERTY OR ACCOUNTABLE ITEMS (\$50 OR MORE).
- l. PURCHASE OF HEALTH PROVIDER SERVICES WITH AN IHS FACILITY WHICH REQUIRE FEDERAL TORT CLAIM ACT COVERAGE.

EXHIBIT L

SENSITIVE EQUIPMENT

The following list provides examples of Non-Capitalized Sensitive Items of \$50 or more that CANNOT BE purchased with the I.M.P.A.C. This list is not all-inclusive and only represents some of the types of items that are classified as sensitive nature.

Barcode Reader/Scanners

Binoculars

Buffers, Micro

Calculators, programmable and scientific

Cameras and Lenses

Carpenter and Mechanics Tool Kits

Laboratory Balances

Medical Equipment

Microwaves

Physicians Emergency Kits

Portable Two Way Radios

Recorder/Players (Tape/Video/Stereo/Compact Disc etc.) valued over \$50

Television Sets

Weapons (including tranquilizer guns)

The following can be purchased with the I.M.P.A.C., with prior approval:

Personal Computer Components -- The following Computer Components are classified as sensitive items, but can be purchased with the I.M.P.A.C., if PRIOR APPROVAL is obtained from the Director, Information Management Services, Albuquerque Area Office.

Computer Boards, Chips, memory, drives, mouse  
Power supplies  
Keyboards  
Monitors  
Modems  
Printers  
Computer Software

**EXHIBIT M**

**REQUEST FOR PRIOR APPROVAL TO PURCHASE WITH I.M.P.A.C.  
ADP EQUIPMENT, NON-EXPENDABLE PERSONAL PROPERTY  
AND SENSITIVE/ACCOUNTABLE PROPERTY**

**DATE:** \_\_\_\_\_

**OFFICE:** \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_

DESCRIPTION	UNITS REQUIRED	COST	
		UNIT	TOTAL

**JUSTIFICATION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Approving Official                      Date

**NOTE:**

- SERVICE UNIT AND AREA OFFICE OFFICIALS MUST OBTAIN PRIOR APPROVAL FOR ADP EQUIPMENT FROM THE DIRECTOR, INFORMATION MANAGEMENT SERVICES, ALBUQUERQUE AREA OFFICE.
- SERVICE UNIT OFFICIALS MUST OBTAIN PRIOR APPROVAL FROM THEIR RESPECTIVE GENERAL SERVICE OFFICER, FOR NON-EXPENDABLE PERSONAL PROPERTY AND SENSITIVE/ACCOUNTABLE PROPERTY. AT THE AREA LEVEL, OFFICIALS MUST OBTAIN PRIOR APPROVAL FROM THE DIRECTOR, PROPERTY MANAGEMENT.